



South Carolina Department of Health
and Environmental Control

Division of Procurement Services

Amendment #1

Solicitation No.: RFP.36966-11/05/09-MAR

Date Issued: October 26, 2009

Procurement Officer: Michelle Robinson

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DESCRIPTION: Funding for organizations to deliver HIV prevention and associated integrated services for STD, viral hepatitis and TB prevention to persons at high-risk for becoming infected with HIV or for HIV positive persons.

USING GOVERNMENTAL UNIT: South Carolina Department of Health and Environmental Control

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

SC DHEC -- Division of Procurement Services
Bureau of Business Management
2600 Bull Street
Columbia, S.C. 29201

PHYSICAL ADDRESS:

SC DHEC -- Division of Procurement Services
Bureau of Business Management
2600 Bull Street, Room 1200 -- Aycock Bldg.
Columbia, S.C. 29201

SUBMIT OFFER BY **November 10, 2009 at 2:30 PM**

(See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: N/A

(See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **One Original and Four (4) Copies marked "Copy"**

CONFERENCE TYPE: N/A

DATE & TIME:

LOCATION: N/A

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

AWARD &
AMENDMENTS

Award will be posted on **December 18, 2009**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://www.scdhec.gov/procurement>

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of sixty (60) calendar days after the Opening Date.

(See "Signing Your Offer" and "Electronic Signature" provisions.)

NAME OF OFFEROR

(full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

AUTHORIZED SIGNATURE

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

TAXPAYER IDENTIFICATION NO.

(See "Taxpayer Identification Number" provision)

TITLE

(business title of person signing above)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

PRINTED NAME

(printed name of person signing above)

DATE SIGNED

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

☐ Sole Proprietorship

☐ Partnership

☐ Other

☐ Corporate entity (not tax-exempt)

☐ Corporation (tax-exempt)

☐ Government entity (federal, state, or local)

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

SOLICITATION NO.: RFP.36966-11/05/09-MAR

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PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	Area Code - Number - Extension Facsimile
	E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS

Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	Calendar Days (%)
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PREFERENCES - SC RESIDENT VENDOR PREFERENCE (June 2005): Section 11-35-1524 provides a preference for offerors that qualify as a resident vendor. A resident vendor is an offeror that (a) is authorized to transact business within South Carolina, (b) maintains an office* in South Carolina, (c) either (1) maintains a minimum \$10,000.00 representative inventory at the time of the solicitation, or (2) is a manufacturer which is headquartered and has at least a ten million dollar payroll in South Carolina, and the product is made or processed from raw materials into a finished end-product by such manufacturer or an affiliate (as defined in Section 1563 of the Internal Revenue Code) of such manufacturer, and (d) has paid all assessed taxes. If applicable, preference will be applied as required by law.

OFFERORS REQUESTING THIS PREFERENCE MUST INITIAL HERE. _____

*ADDRESS AND PHONE OF IN-STATE OFFICE

_____ In-State Office Address same as Home Office Address

_____ In-State Office Address same as Notice Address

(check only one)

PREFERENCES - SC/US END-PRODUCT (June 2005): Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the item identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms made, manufactured, and grown are defined by Section 11-35-1524(B). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, offeror certifies that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law.

IF THIS PREFERENCE APPLIES TO THIS PROCUREMENT, PART VII (BIDDING SCHEDULE) WILL INCLUDE A PLACE TO CLAIM THE PREFERENCE. OFFERORS REQUESTING THIS PREFERENCE MUST CHECK THE APPROPRIATE SPACES ON THE BIDDING SCHEDULE.

AMENDMENTS TO SOLICITATION (DHEC – FEB 2007)

- (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <http://www.scdhec.gov/procurement/>
- (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment.
- (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

OPENING DATE CHANGED FROM NOVEMBER 5, 2009 TO NOVEMBER 10, 2009 AT 2:30 P.M.

RESPONSES TO QUESTIONS RECEIVED:

1	Q	Is the \$850,000 noted on page 16 of the RFP “per year” funding or the total for two years?
	A	It is a “per year” amount.
2	Q	Explain the statement: What Internet services do your agency use?
	A	DHEC will need information about the technology employed by your organization. This can include Internet carrier, type of service (broadband/dialup), and reliability, etc. This information is needed to assess your organization’s ability to communicate and to perform some of the required tasks electronically.
3	Q	Is another RFP needed in two years?
	A	Yes, This two-year limit mirrors the two-year funding DHEC will be in turn receiving from CDC. DHEC uses the monies it receives from CDC to fund prevention services through its RFP. In two years DHEC will re-apply to CDC for funds. Conditional upon CDC funding availability, DHEC will issue a new RFP at that time for community-based HIV prevention services.
4	Q	About integrated service programs (STD and viral hepatitis), would test supplies be provided by DHEC?
	A	Funds will be provided to DHEC’s Bureau of Laboratories (BOL) for the specific purpose of supporting lab processing of specimens sent from organizations funded through this RFP. The proposal budget should, however, include line items in the “Supplies” category for the basic clinical items needed such as specimen tubes, sterile wipes, etc.
5	Q	Will there be DHEC support for condoms, i.e., specialty condoms?
	A	DHEC will continue to order in bulk the condoms needed for mass distribution to condom distribution sites coordinated by funded programs. However, if specialty condoms are needed for certain interventions (such as VOICES/VOCES), they should be included in the proposal budget.
6	Q	Will CBOs be responsible for entering HIV testing data from the CDC HIV test form into PEMS?
	A	Yes.
7	Q	Will TB and viral hepatitis programs definitely be funded?
	A	Possibly. Note, however, the detail on page 16 of the RFP that states that STD, viral hepatitis and TB prevention services will only be funded to programs that are eligible for and awarded funds primarily for HIV prevention services.
8	Q	Will capacity building definitely be funded?

	A	Possibly. Capacity building funding will only be provided to programs that are eligible for and awarded funds primarily for HIV prevention services, as stated on page 16 of the RFP. If capacity building funding is provided, it would be to support the funded program's staff time to conduct training for the fundable activities as detailed on page 17 of the RFP. These trainings may be used to train facilitators to conduct the interventions noted on page 17 and/or the provision of prerequisite courses directly related to the noted interventions. In order to be eligible for this funding, staff must have successfully completed CDC and/or DHEC training to be: 1) a Trainer of Trainers for the intervention; or 2) a Trainer of Facilitators for the intervention; or 3) a certified facilitator of a prerequisite course for the intervention. (Page 24)
9	Q	Is capacity building about the training needs of the organization?
	A	No, not for the purposes of this RFP.
10	Q	Based on the table on page 17 of the RFP, for AAWSM, SISTA and VOICES/VOCES are the only fundable interventions to reach this population. WILLOW will not be funded?
	A	Correct. At this time WILLOW is not on the list of recommended HIV prevention interventions in the S.C. HIV Prevention Plan. However note that in addition to SISTA and VOICES, other fundable activities include ILIs and HIV CTRS, as well as STD, viral hepatitis and TB prevention services.
11	Q	Why isn't American Red Cross (ARC) on the list?
	A	CBOs will not be funded to conduct ARC programs because of the array of other interventions that are available from the DEBI project, the HIV Prevention Compendium and the Replicating Effective Programs project.
12	Q	Regarding hepatitis testing (serology), a phlebotomist would need to be on staff to do this activity, correct? What will DHEC provide?
	A	Funds will be provided to DHEC's Bureau of Laboratories to process specimens from the funded program.
13	Q	If an agency has multiple sites, do multiple RFPs need to be submitted?
	A	Organizations with multiple offices from various geographic locations in South Carolina should only submit one proposal for all sites. The proposal should indicate fiscally and programmatically the relationship of the sites to one another. An organizational chart should also be submitted that visually indicates the relationship of the sites to each other as well as the positions of authority (fiscal, program and executive) for each and all sites. (See page 21)
14	Q	What is the average award and can more be requested?
	A	Organizations can request more than the average and will not be penalized to doing so. The request should be reasonable and practical for services being proposed. The approximate total amount for <u>all</u> programs in the state funded through this RFP is \$850,000. Any proposal budget should be respectful of this understanding; the organization should not request the bulk of the funds only for its program.
15	Q	Can organizations be awarded less than what they budget?
	A	Yes.
16	Q	What is the actual average award?
	A	\$50,000- \$75,000 per year.
17	Q	Why does DHEC need to know about employee benefits of staff?
	A	It gives us an indication of how an organization operates, what fringe benefits/other benefits are distributed; these need to be worked into the budgets.
18	Q	If we already get supplemental (MSM) funding for Many Men, Many Voices (3MV), is that expected to continue?

	A	The CDC supplemental MSM funding was for one year only. At this time DHEC does not expect to receive this funding again. Proposals in response to this RFP should include 3MV if the organization desires to continue this intervention.
19	Q	Does all staff need to be listed in the organizational structure section, i.e., non-HIV prevention personnel?
	A	Only detail those staff in the HIV prevention program. Other staff (Executive Director, CEO, CFO and managers of non-HIV prevention program areas) can be referenced but those other program areas do not need to be detailed.
20	Q	Is funding available for Hepatitis A, B, and C prevention education?
	A	Prevention education for viral hepatitis is not fundable at this time. Funding for viral hepatitis prevention activities is only for clinical services.
21	Q	Will DHEC provide HCV test kits?
	A	Funds will be provided to DHEC's Bureau of Laboratories to process specimens sent from programs funded for viral hepatitis prevention services. Those programs will be responsible for purchasing their own specimen tubes and other clinical supplies, either with funds from the DHEC contract or through other means.
22	Q	Will educational materials be provided to CBOs?
	A	DHEC's priority bulk purchases are for HIV rapid test kits and condoms. When possible, DHEC will purchase print materials, but organizations should budget some funds to purchase their own educational materials.
23	Q	What is the due date for RFP? When will decisions be made?
	A	Responses must be received by November 10, by 2:30 pm. Awards will be posted by December 18.
24	Q	Do we need to include history of service and all sources of funding for entire organization?
	A	No, only for HIV prevention program operations.
25	Q	What types of HIV test kits will be provided?
	A	Currently DHEC provides OraQuick Advance and Unigold HIV rapid test kits to funded programs.
26	Q	Do CBOs need to budget for HIV rapid test kits or condoms?
	A	No. Both will be provided by DHEC unless CBOs need specialty condoms (see Question #5).
27	Q	Will there be any 'surprise' money available, i.e., stimulus funding?
	A	No
28	Q	Does DHEC expect a certain positivity rate for HIV testing?
	A	Nothing is specified in the RFP. DHEC expects that HIV testing by CBOs to be targeted to priority populations and those populations who are hard to reach. Through targeted testing efforts, DHEC hopes for funded programs to achieve between 1 - 2% positivity. Therefore, proposals should describe historical HIV positivity in the HIV testing program as well as identify venues/settings and populations that your agency will target for testing to achieve the 1 - 2% positivity, if funded.
29	Q	Are there any formatting requirements or page limits for RFP?
	A	No
30	Q	Are all reviewers internal?
	A	Composition of panel members cannot be given